



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

July 8, 2014

Cynthia Reynolds  
444 53<sup>rd</sup> Place  
West Des Moines, IA 50266

Dear Child Care Provider,

This letter is in regards to the June 25, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

**Please rehang. If you need assistance recreating maps please access the county assessor's website to print off a floor plan of your home, making this process easier.**

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

**Because you are keeping your extinguisher under your sink, please place a fire sticker on the front of the cabinet to identify its location. Be certain the extinguisher is easily accessible.**

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).

**I have included a sign in this mailing. You can also purchase them at places like Wal-Mart, Menards, and Staples.**

☐ 110.5(1)q Pet birds are purchased from an approved dealer. Examined by a veterinarian to verify free of infectious diseases. Children are not allowed to handle pet birds.

**Please take your pet bird to a veterinarian to have him cleared. Keep this documentation in a pet file that is easily accessible. You may also use the new pet health forms located in the packet provided to you at the visit.**

☐ 110.5(1)s The provider has completed training in CPR for infants, toddlers, and children. Documentation of current certification is on file.

**This has expired, you indicated you are scheduled for a class in August. Please make sure that you keep a copy of your new certificate on file to verify you are current with this training. If you need assistance locating a class in the future please contact Child Care Resource and Referral at 1-800-722-7619.**

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

**Please use the new forms for yourself and household members. This is a two page form located towards the back of you packet provided at the time of the spot check. These forms are valid for 3 years.**

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

**You can take this course online if you are unable to locate your certificate. Need to provide proof of a current certificate and keep on file.**

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

**Provide proof of all training is to be kept in your registration cycle. If you need assistance scheduling classes or training please contact Child Care Resource and Referral. You can also take some courses online, websites are provided in your packet.**

☐ 110.5(4) The certificate of registration is displayed in a conspicuous place.

**Please rehang.**

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

**Please access the forms in the packet to help you and children's parents with this process. You will also need to keep on top of parents to make sure their child has updated yearly physical forms in their file. It is often easiest to have a designated time of the year where you check and update all your children's files at the same time.**

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

x ☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the**

necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: August 25, 2014

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or [mcrawfo@dhs.state.ia.us](mailto:mcrawfo@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

Melissa Crawford  
Social Worker II

C. Mark Chappelle  
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).